



# UNITED STATES COURT OF APPEALS

District of Columbia Circuit  
E. Barrett Prettyman U.S. Courthouse  
333 Constitution Avenue, N.W.  
Washington, D.C. 20001

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**Position Title:** GENERALIST CLERK (COURT CRIER)

**Announcement No.:** USCA-23-12

**Salary Range:** \$38,317 - \$62,122 (JSP 4 - 6), *depending on qualifications.*  
This is a full-time position.

**Position Location:** Washington, D.C.

**Opening Date:** August 25, 2023

**Closing Date:** Open Until Filled – To ensure consideration, submit application by  
September 15, 2023.

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*The U.S. Court of Appeals for the D.C. Circuit Clerk's Office offers an opportunity for a self-motivated individual with a strong work ethic to launch or continue a career in public service.*

**POSITION SUMMARY:** The Office of the Clerk is seeking an individual with excellent organizational and customer service skills to serve as a Generalist Clerk (Court Crier). The incumbent performs a variety of functions within the Clerk's Office, including receiving, reviewing, and filing documents and maintaining court files in compliance with federal and local rules and procedures. The incumbent collects fees as an Intake Cashier and provides customer service and procedural information to attorneys, pro se litigants, and others. The incumbent provides administrative support to the Operations Unit and serves as a backup to the Courtroom Deputy.

## RESPONSIBILITIES:

- Receives and reviews incoming documents to determine conformity with the *Federal Rules of Appellate Procedure* and local rules. Sorts, classifies, and files case records. Assigns case numbers to new federal agency cases and other original proceedings. Enters information into electronic databases.
- Informs customers of required fees. Receives payments and issues receipts. Secures funds in cash register and balances cash drawer at the end of the day.
- Answers and routes incoming calls. Provides information to the public, bar, and court. Assists the public in the use of computer terminals.
- Operates a variety of copying, scanning, and records equipment.
- Sorts and routes mail to and from court staff and other offices within the courthouse. Operates and maintains postage meter equipment and keeps a daily meter log.
- Assists the Records Clerk with identifying, retrieving, and preparing court records for shipment to the Federal Records Center.
- Serves as logistical support for court proceedings. Prepares the judges' conference room for meetings. Assists with preparations for special court ceremonies and events.
- Serves as a backup to the Courtroom Deputy, performing the full range of courtroom duties.
- Performs other duties as assigned.

**QUALIFICATIONS:** Applicant must be a high school graduate or equivalent and have at least one year of general experience to be considered for the JSP-4 level. A bachelor's degree is preferred. General experience consists of responsible clerical or administrative experience that provides a knowledge of office clerical practices such as filing, telephone usage, typing, record keeping, and sorting and distributing mail. To be considered at the JSP-5 level, an applicant must have at least two years of general experience. To be considered for the JSP-6 level, an applicant must have at least two years of general experience and one year of specialized experience. Specialized experience consists of progressively responsible clerical or administrative experience in a legal setting.

Experience with word processing applications, web-based environments, and data entry are essential. Applicants should be public-service oriented, versatile with exceptional interpersonal and communication skills, and be able to work in a team environment and interact with the legal community, the public, judicial officers and their staff, and court staff. The successful applicant must be able to demonstrate accuracy and attention to detail, and equally important is proficiency in cashier functions, file maintenance, and record keeping. Applicants must exhibit sound judgment, integrity, trustworthiness, and character. The ability to balance the demands of varying workload responsibilities and deadlines is critical.

**REQUIREMENTS:**

- All positions in the Clerk's Office are "Excepted" appointments. Employees are considered "at will" and will serve a one-year probationary period.
- Employees must adhere to the Code of Conduct. Employees are subject to strict confidentiality requirements.
- The successful candidate is subject to a background investigation and will be considered a provisional employee pending a favorable suitability determination.
- Applicants must be United States citizens or eligible to work for the United States government.

To learn about the Judiciary's benefits, go to <https://www.uscourts.gov/careers/benefits>.

Email a cover letter and resume, as a single PDF attachment (Attention: Human Resources), to [VacancyCourtCrier-USCA-23-12@cadc.uscourts.gov](mailto:VacancyCourtCrier-USCA-23-12@cadc.uscourts.gov). Please include the vacancy announcement number (USCA-23-12) in the subject line. Proof of up-to-date COVID-19 vaccination will be requested of the candidate selected for this position.

Due to the large volume of applications, the court will send a letter regarding the status of an application only to those candidates scheduled for interviews. *When the position is filled, a notice will be placed on the court's internet site.*

<p><b>The United States Court of Appeals is an Equal Employment Opportunity employer. The successful applicant will be subject to mandatory electronic transfer of funds for payment of net pay. The United States Courthouse is a smoke-free building.</b></p>
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